

# **Co-operative Federation of Victoria Ltd**

Minute board meeting of 21 January 2009, Substitution Pty Ltd, 1/484 William Street, North Melbourne

Present: Niel Black, David Dinning, Shirley Faram, Tony O'Shea (Chairman) and David Griffiths (Secretary)

Apology: Dianne Batterham

## **1. Minutes**

That the minutes of the meeting of 19 November 2008 be approved as a true and accurate record.  
CARRIED

## **2. Chairperson**

That Tony O'Shea be appointed Chairperson for 2008-09.  
CARRIED

## **3. Secretary**

That David Griffiths be appointed Secretary for 2008-09.  
CARRIED

## **4. Treasurer**

That David Dinning be appointed Treasurer for 2008-09.  
CARRIED

## **5. Business arising from the meeting of 19 November 2008**

### **5.1 Co-operative Education**

The board discussed a report from Graeme Charles on co-operative education business plan which included agreed outcomes, a budget and performance-based income incentives for the Education Consultant.

That the CFV agree to the proposal from Graeme Charles on the promotion and, when, required, delivery of a suite of co-operative education products:

Co-operative Identity Program

CFV online module "Understanding Co-operatives."

Creating a co-operative section within websites.

For the Co-operative Identity Program if the Education Consultant delivers at \$3000 per day plus expenses there will be a margin of \$1000 on the fee with CFV retaining 80% and the Co-operative College 20%.

For the CFV Online Module there will be two options for co-operatives - outright sale and a three year license with an annual fee of \$500 with the option of outright purchase at the end of three years for \$250. Over three years the margin will be \$1000 and this will be shared 50/50 with the Education Consultant. The outright sale price is to be agreed but the margin will also be shared 50/50.

The costing of the creation of a co-operative sector within websites is to be developed and the commission payable to CFV to be negotiated.

Reports will be presented to the board using the Co-operative Education Pro Forma attached as an appendix to this minute.

Education Consultant to provide by end January 2009 envisaged marketing program and cost over the next three months.

Directors of CFV will work with the Education Consultant in approaching co-operatives on an agreed basis.

Reimbursement of costs will be made to the Education Consultant for telephone, postage, printing and reasonable travel but payment is subject to provision of an updated report on visits and/or contacts with co-operatives.

CARRIED

Tony O'Shea and David Griffiths advised that they had not developed a training proposal for co-operatives to the Victorian Government but this would be raised at the next quarterly meeting with CAV.

## **5.2 Meeting CAV**

Tony O'Shea reported on the first quarterly meeting with CAV on 21 November 2008. He advised that CAV was considering access by CFV of annual returns from co-operatives and that this consideration was proceeding slowly. He noted that the next Quarterly Meeting was on the 5 February and that he and the Secretary would be in attendance.

## **5.3. Co-operatives Australia**

Tony O'Shea and David Griffiths reported on the Co-operatives Australia meeting in Sydney, NSW on 29 November 2008.

Co-operatives Australia report emailed to directors 6 January 2009. A redrafted Co-operatives Australia Co-operative Education Position Paper emailed to directors 7 January 2009.

The Secretary distributed the final draft minutes of the Co-operatives Australia meeting on 29 November 2008 and revised drafts following the meeting on co-operative education, demutualisation and public policy.

It was noted that the next face to face meeting of Co-operatives Australia would be in Perth, WA, in September 2009 and that the Chair and Secretary would be in attendance.

That Co-operatives Victoria be adopted as a trading name for the Co-operative Federation of Victoria Ltd and that formal letterhead and documents would carry the registered name and t/as Co-operatives Victoria.

It was noted that Ramsey Margolis, of NZCA, had offered as an individual to develop a new logo. Formal thanks were noted.

## **5.4. CFNSW Conference**

Tony O'Shea and David Griffiths reported on the CFNSW conference on 27-28 November 2008. Copies of all the conference papers were emailed to directors on 30 November 2008. A report on the conference emailed to directors on 07 January 2009.

## **6. Financial Statements**

The Treasurer David Dinning presented financial statements for 1 July – 20 January 2009.

That the financial statements for 1 July – 20 January 2009 be adopted,  
CARRIED

The Treasurer advised that stock at hand had been written off to reflect the true position.

The Secretary said he would clarify whether the Community Enterprise Network was still registered.

That the \$14,193 received from Jivin Jelly Fish will be put in a separate account for an administrative fee of \$50 or interest earned on the amount whichever is the greater.  
CARRIED

## **7. Director Reimbursements**

The Treasurer advised that in principle director reimbursements should be available to directors and that there should be a direct reimbursement of petrol costs.

That directors are entitled to claim reasonable out of pocket expenses including direct petrol costs if they choose to claim.  
CARRIED

## **8. Anti-Demutualisation Campaign**

There was a discussion on the importance of MG as a co-operative and it was agreed to explore the possibility of working with the Co-operative College to develop a comprehensive co-operative education program with MG..

## **9. Meeting Schedule**

The following schedule of meetings was agreed:

18 March 2009  
29 April 2009  
15 July 2009  
26 August 2009  
18 November 2009

It was also agreed that the next AGM would be on the 18 November 2009.

**Next Meeting:** 10: 30. am, 21 18 March 2009, Substitution Pty Ltd, 1/484 William Street, North Melbourne

Prepared by David Griffiths: 22 January 2009  
Approved by Tony O'Shea: 23 January 2009  
Emailed to directors: 23 January 2009  
Snail mailed to directors: 24 January 2009

## Co-operative Education Pro Forma

Organisation and ID Number	Contact(s) and position(s)	First contact by date and media and cost (1)	About – Co-op Identity, Online Module, Co-op Web.	Subsequent contacts by date and media and cost. (1)	Who initiated contact	Outcomes

1 Media refers to letter, email, telephone and visit.